

**Job title:** NCSC Administrator/Receptionist

**Reporting to:** NCSC Manager

**Location:** Bisley

**Hours:** 40 per week.

**Days:** 5 days per week, this will include most weekends, Bank Holidays and one Evening a week during the summer period.

Mondays will be a day off (except Bank Holidays) with one other day per week as agreed With your Manager.

**Reporting to:** Manager of the Clays.

**Overall Purpose of the role:**

To support the smooth and effective running of the National Clay Shooting Centre and handle customers and their needs. Post holders are required to wear a uniform while on duty.

**Key Result Areas:**

**1. Reception of customers**

- To greet clients upon arrival, handle bookings and take payments for lessons and range use, including cashing up at the end of the day
- To respond to customer queries and take bookings either in person, by phone or e-mail.

**2. Administration**

- To carry out general administration and clerical duties
- To compile and maintain records for both membership and accounting

**3. Competitions**

- To help run and on occasions run competitions including data entry and finalisation of scores and prize money

**4. Health and Safety**

- To contribute to the safe running of the Centre
- To carry out all duties in accordance with the Centre's Health and Safety Policy and best practice

**Personnel Specification**

1. Enthusiastic and engaging personality, enjoying working in a customer environment
2. Basic skills in Word, Excel and Outlook

**Salary Level:** £18K plus benefits